



Naval Sea Systems Command Headquarters

Processing Guide for DD 350's Using Federal Procurement Data System (FPDS) Engine Functionality

February 2003

Not for Disclosure Outside the Government

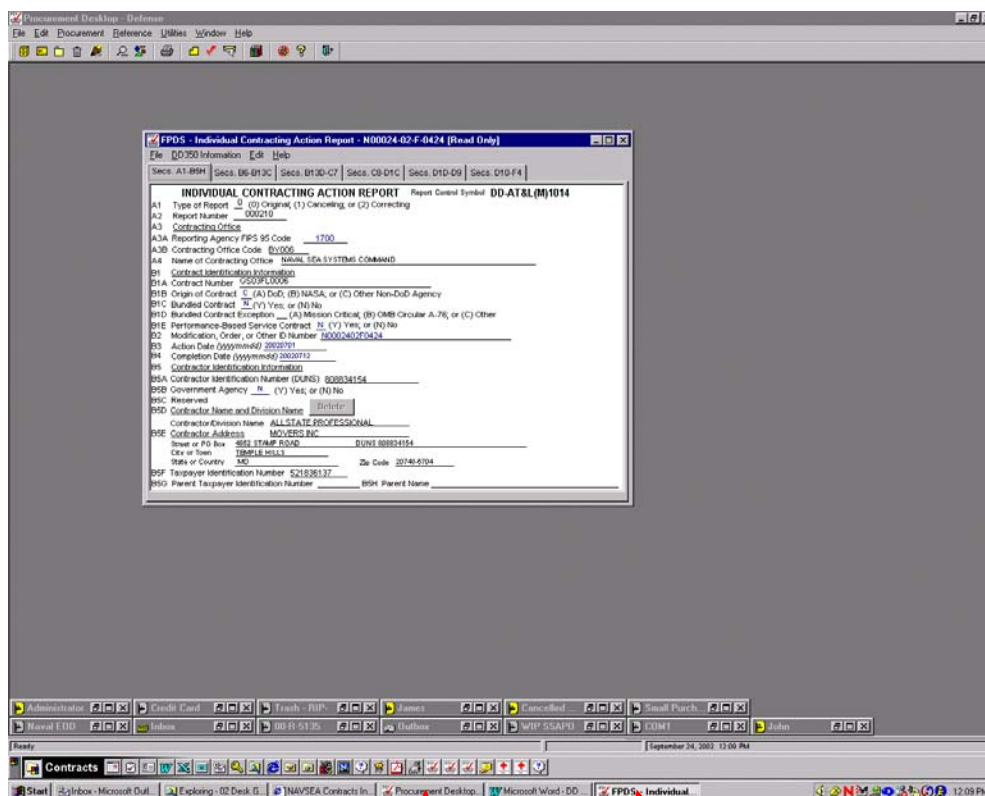
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1 Introduction

The purpose of this document is to provide guidance on how to create and process DD 350's using Procurement Desktop-Defense (PD²) and the Fiscal Year 2003 (FY 03) Federal Procurement Data System (FPDS) Engine, v2.1.

The FPDS Engine has been designed to run as an application *external* to PD². When the contract specialist/buyer launch the Engine, a new icon will appear in your Windows Taskbar (one for PD² and another for the FPDS Engine). The processing of the DD 350 will be completed using this external application, but will be saved within the PD² folder where it was created:



The Engine incorporates the current year Department of Defense (DoD) validation checks. Hence, a properly created and executed DD 350 using the FY 03 FPDS engine will pass validation when the data is fed to PMRS.

Note: DD 350's will be created in PD² and "flagged" for electronic transmission to the Navy's Procurement Management Reporting System (PMRS). Manual input of DD 350 data into PMRS is not required. However, if a contract is awarded outside of PD², the contract specialist/buyer should prepare the DD 350 in MACRL.

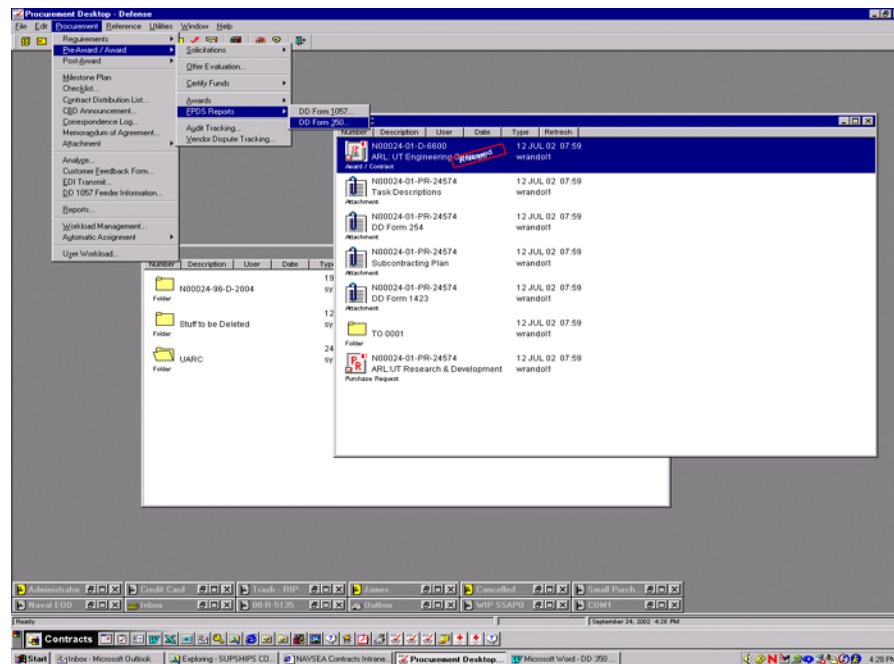
Upon release of each FPDS edit revision and releases of the FPDS Engine, this Guide will be updated to reflect any functionality changes and republished.

2 Creating DD 350's Using the FPDS Engine

2.1 Creating DD 350

2.1.1 Creating a DD 350

To create a DD 350, highlight the released award document and select **Procurement → Pre-Award / Award → FPDS Reports → DD Form 350**.



The contract specialist/buyer will receive a prompt to identify the Fiscal Year (FY).

Note: The current Federal Procurement Data System (FPDS) engine includes formats and edits for both FY 2002 and FY 2003.



Open the drop-down menu and select “2003” for the FY 03 format and edits.

A “Create New DD 350” screen appears:

Create New DD 350

Number: N00024-01-D-6600

Description: DD350

Report Type
☒ Original ☐ Canceling ☐ Correcting

Report Number: 000268

Contracting Office:

CODE BY006
NAVAL SEA SYSTEMS COMMAND
SEA 02661/AARON J. WADE
1333 ISAAC HULL AVENUE SE
WASHINGTON NAVY YARD, DC 20376-2050

Delete

OK Cancel

PD² will automatically number the DD 350 based on the last number used. The contract specialist/buyer may over-ride this “recommended” number if needed by deleting the Report Number that appears and manually type in the “correct” Report Number. When complete, click on the “OK” button.

Note: The report number entered will appear in Block A2 of the DD 350. PD² will not allow duplicate Report Numbers; so make sure the number entered is correct.

2.1.2 Editing DD 350

The FPDS Engine will “launch” as an application external to PD² and the DD 350 will appear as a six (6) tab document.

FPDS - Individual Contracting Action Report - N00024-01-D-6600

File DD350 Information Edit Help

Secs. A1-B5H | Secs. B6-B13C | Secs. B13D-C7 | Secs. C8-D1C | Secs. D1D-D9 | Secs. D10-F4

INDIVIDUAL CONTRACTING ACTION REPORT Report Control Symbol DD-AT&L(M)1014

A1 Type of Report 0 (0) Original; (1) Canceling; or (2) Correcting

A2 Report Number 000268

A3 Contracting Office

A3A Reporting Agency FIPS 95 Code 1700

A3B Contracting Office Code BY006

A4 Name of Contracting Office NAVAL SEA SYSTEMS COMMAND

B1 Contract Identification Information

B1A Contract Number N0002401D6600

B1B Origin of Contract A (A) DoD; (B) NASA; or (C) Other Non-DoD Agency

B1C Bundled Contract N (Y) Yes; or (N) No

B1D Bundled Contract Exception (A) Mission Critical; (B) OMB Circular A-76; or (C) Other

B1E Performance-Based Service Contract N (Y) Yes; or (N) No

B2 Modification, Order, or Other ID Number

B3 Action Date (yyyymmdd) 20020709

B4 Completion Date (yyyymmdd)

B5 Contractor Identification Information

B5A Contractor Identification Number (DUNS) 127688380

B5B Government Agency N (Y) Yes; or (N) No

B5C Reserved

B5D Contractor Name and Division Name APPLIED RESEARCH **Delete**

B5E Contractor Address LABORATORIES

Street or PO Box UNIVERSITY OF TEXAS AT AUSTIN 00010000 BURNET ROAD P.O. BOX 8029 (DUNS)

City or Town AUSTIN

State or Country TX Zip Code 78758-4423

B5F Taxpayer Identification Number 746000203

B5G Parent Taxpayer Identification Number B5H Parent Name

Note: Data pulls forward and populates the DD 350 from both the award document and the vendor file associated with the award. Data fields that are blank or blue in color can be manually changed/edited. Data fields that are black in color cannot be edited.

Working from “top to bottom” and left (tab) to right (tab), complete all applicable fields in the DD 350.

Note: The contract specialist/buyer can move from one data field to the next on the same tab using the “Tab” key on the keyboard.

2.1.2.1 Completion of the DD 350 Blocks

While the majority of blocks are automatically populated, the buyer or contract specialist must manually complete the additional blocks. In completing these blocks, caution must be used to ensure that the applicable codes are entered in order to ensure the document passes validation.

The following discussion identifies some of blocks that may impact on the validation of the DD 350:

- Block B1B – Normally this block should be set to “A”. However, for IDC/GSA/FSS orders to non-DoD agencies, set the block to “C”. For example, the NASA SWEP contract is a non-DoD IDC contract.
- Block B1E – If the contract value exceeds \$100,000 and at least 80% of the contract value is performance based, set the block to “Y”.

- Block B5G – If this field is blank, the information is not in the PD² Vendor Tables. Enter the information manually and report the condition to the NAVSEA SPS System Administrator.
- B12A thru B12D – If these fields are blank, the information was not entered in the CLIN Line Item Detail fields. The information must be entered manually.
- B13A – Be specific. Just because an “F” contract type was created, does not mean that it is always an Order under Federal Schedule (6). For example the NASA SWEP contract is a non-DoD Agency IDC that is created as an “F” order. In this case, the correct code is “5”, Order under Indefinite-Delivery Contract.

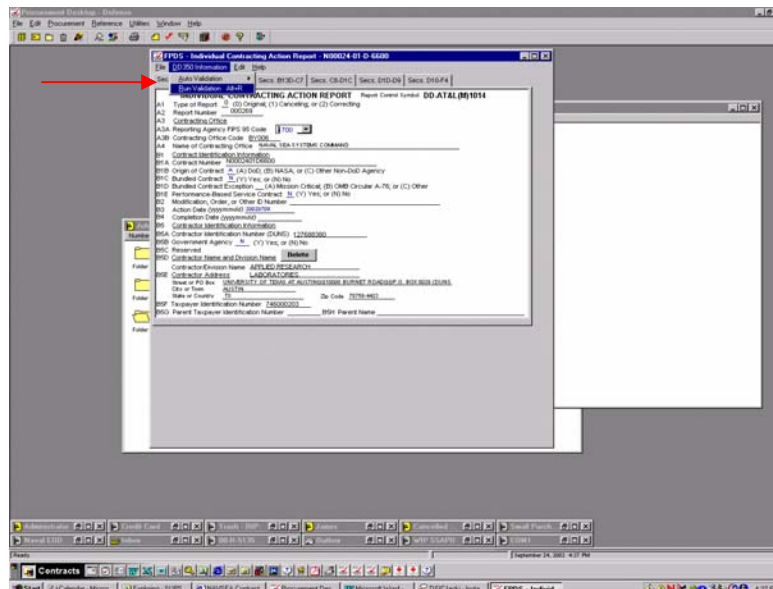
Note: The remainder of B13 blocks are dependent upon the code in block B13A. Make sure that the data entered in blocks B13B-B13G are consistent with the code in block B13A.

- B15 and B 16– Enter the appropriate code if the FSC/NAICS indicates the award/modification is for Information Technology (IT) supplies or services.
- C1 and C2 – Validate the default code and edit as necessary.
- C3 – Validate and edit as necessary. If the award is an order against a Schedule, enter “A”.

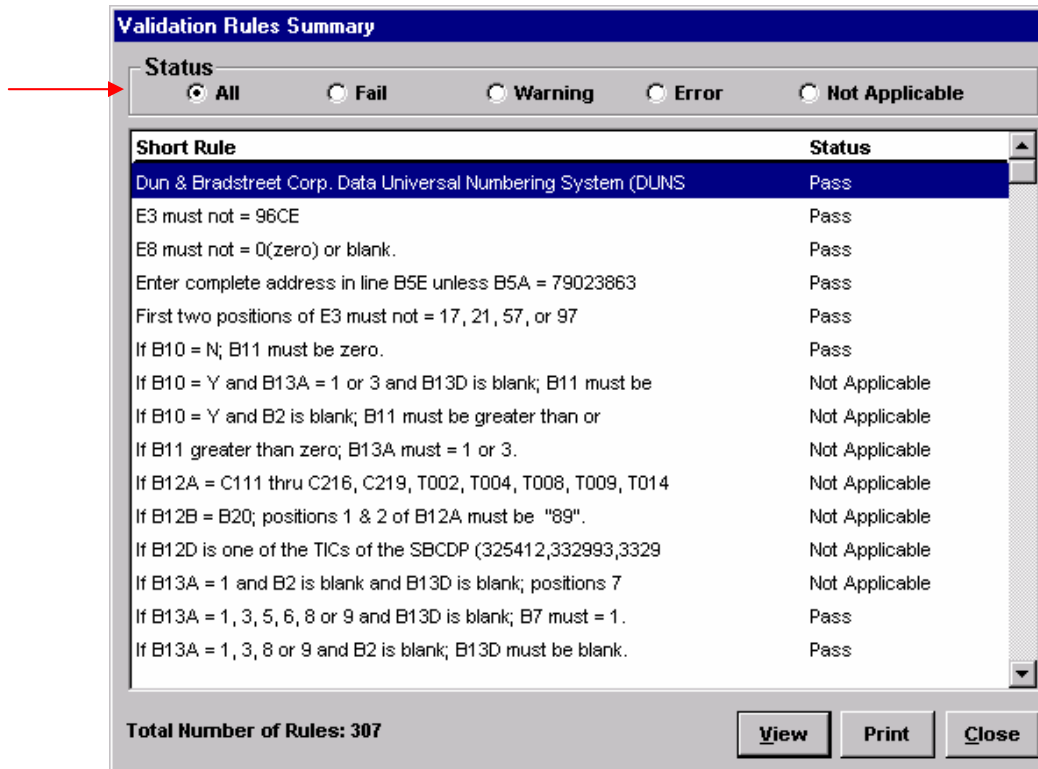
Note: It is the buyer’s or contract specialist’s responsibility to ensure that the DD 350 is properly completed. Therefore, review each block of the DD 350 to determine whether specific information needs to be entered into the document.

2.2 Validating DD 350’s

When the contract specialist/buyer has finished filling out the DD 350, run the Validations by going to **DD 350 Information → Run Validation**.



A “Validation Rules Summary” screen will appear with a series of radio buttons (All, Fail, Warning, Error and Not Applicable) across the top:



Validation Rules Summary

Status

☒ All
 ☐ Fail
 ☐ Warning
 ☐ Error
 ☐ Not Applicable

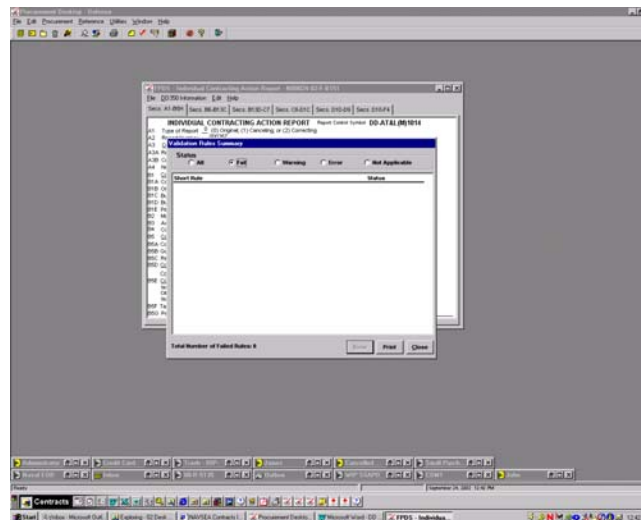
Short Rule	Status
Dun & Bradstreet Corp. Data Universal Numbering System (DUNS)	Pass
E3 must not = 96CE	Pass
E8 must not = 0(zero) or blank.	Pass
Enter complete address in line B5E unless B5A = 79023863	Pass
First two positions of E3 must not = 17, 21, 57, or 97	Pass
If B10 = N; B11 must be zero.	Pass
If B10 = Y and B13A = 1 or 3 and B13D is blank; B11 must be	Not Applicable
If B10 = Y and B2 is blank; B11 must be greater than or	Not Applicable
If B11 greater than zero; B13A must = 1 or 3.	Not Applicable
If B12A = C111 thru C216, C219, T002, T004, T008, T009, T014	Not Applicable
If B12B = B20; positions 1 & 2 of B12A must be "89".	Not Applicable
If B12D is one of the TICs of the SBCDP (325412,332993,3329	Not Applicable
If B13A = 1 and B2 is blank and B13D is blank; positions 7	Not Applicable
If B13A = 1, 3, 5, 6, 8 or 9 and B13D is blank; B7 must = 1.	Pass
If B13A = 1, 3, 8 or 9 and B2 is blank; B13D must be blank.	Pass

Total Number of Rules: 307

The contract specialist/buyer can move from screen to screen simply by selecting the appropriate radio button:

When changes have been made, re-run the validations and again review the results. This will be an “iterative” process until all rules either pass validations or are determined to be Not Applicable.

Note: The “goal” is to get all rules to **NOT FAIL** validation (see below screen shot).



2.3 Signing DD 350's

Note: No Contracting Officer or Contract Specialist/Buyer will sign a DD 350 until AFTER it has passed all validation checks. **DO NOT TURN OFF THE VALIDATIONS.** Failure of any validation check will result in the DD 350 data being rejected by PMRS. “Fix it” before signing the DD 350. Once the contract specialist/buyer “signs” the PD² DD 350, it cannot be “unsigned”.

Note: The name will appear in Block F1 of the DD 350. The “Sign” button activates if the name the contract specialist/buyer selects belongs to the same organizational address as the Issuing Office on the award document AND is the same organizational address identified in that person’s PD² Procurement Profile.

The screenshot shows a web-based form titled "FPDS - Individual Contracting Action Report - N00024 02 F-B151". The form is divided into several sections. The top section contains navigation links: "Back A1894", "Back B6-B13C", "Back B13C-CF", "Back C8-D1C", "Back D1D-D8", and "Back D1D-F". Below this, there are two main columns of information. The left column is titled "Size of Small Business" and lists various categories: "Employee", "Revenue", "Emerging Small Business", "Contingency, Humanitarian, or Peacekeeping Operation", "Cost Accounting Standards Order", "Non-DOD-Requesting Agency Code (FPMR 95)", "Remaining Activity Code", "Number of Actions", "Name of Contracting Office or Representative", "Signature", "Telephone Number", and "Date (approximate)". The right column is titled "Annual Gross Revenues" and lists various revenue ranges: "(0) \$1 million or less", "(1) \$1 - \$50", "(2) \$51 - \$100", "(3) \$101 - \$250", "(4) \$251 - \$500", "(5) \$501 - \$750", "(6) \$751 - \$1,000", "(7) Over \$1 million", "(8) Over \$1 million - \$5 million", "(9) Over \$5 million - \$10 million", "(10) Over \$10 million - \$15 million", and "(11) Over \$15 million - \$17 million". A red arrow points to the "Add" button next to the "Number of Actions" field.

Address Search

Search Criteria %sea 02662 **Address Type** Contracting Officer Address

Search By

☐ Organization Name ☐ DODAAD/UIC:DODAAH ☐ City ☐ ZIP Code ☐ CAGE Code
☐ Contact Name ☒ Local Code ☐ State ☐ Phone Number ☐ Geographic Region

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

NAVAL SEA SYSTEMS COMMAND

DODAAD/UIC:DODAAH	Local Code	Phone Number	Approved
N00024	SEA 02662	(202) 781-2887	<input checked="" type="checkbox"/>
SEA 02662/DELZORIA HAWKINS 1333 ISAAC HULL AVENUE SE WASHINGTON NAVY YARD, DC 20376-2050			
Contact Name	Title	Phone Number	Fax Number
• DELZORIA HAWKINS	Contracting Officer	(202) 781-2887	(202) 602-2204
N00024	SEA 02662	202-781-4924	<input checked="" type="checkbox"/>
SEA 02662/ALT MICHAEL CARL 1333 ISAAC HULL AVENUE SE WASHINGTON NAVY YARD, DC 20376-2050			
Contact Name	Title	Phone Number	Fax Number
• Michael S. Carl	Contract Specialist		

Select **Search** **New** **New Address** **Cancel**

NAVSEA DD 350 Processing Guide for FY 03 9

FPDS - Individual Contracting Action Report - N00024-02-F-B151

File DD350 Information Edit Help

Secs. A1-B5H Secs. B6-B13C Secs. B13D-C7 Secs. C8-D1C Secs. D1D-D9 Secs. D10-F4

D10 Size of Small Business _____ Annual Gross Revenues _____
 Employees (A) 50 or fewer (M) \$1 million or less
 (B) 51 - 100 (N) Over \$1 million - \$2 million
 (C) 101 - 250 (P) Over \$2 million - \$3.5 million
 (D) 251 - 500 (R) Over \$3.5 million - \$5 million
 (E) 501 - 750 (S) Over \$5 million - \$10 million
 (F) 751 - 1,000 (T) Over \$10 million - \$17 million
 (G) Over 1,000 (U) Over \$17 million

D11 Emerging Small Business _____ (Y) Yes; or (N) No
 E1 Contingency, Humanitarian, or Peacekeeping Operation _____ (Y) Yes; or Leave Blank
 E2 Cost Accounting Standards Clause _____ (Y) Yes; or Leave Blank
 E3 Non-DoD Requesting Agency Code (FIPS 95) _____
 E4 Requesting Activity Code _____
 E5 Number of Actions 000001
 F1 Name of Contracting Officer or Representative DELZORIA HAWKINS
 F2 Signature _____
 F3 Telephone Number (202) 781-2887
 F4 Date (yyyymmdd) _____

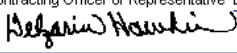
Once the DD 350 is signed, the selected name will appear in Block F1, that person's signature will appear in Block F2 (if a Bitmap signature file is posted to the database). Their telephone number will appear in Block F3 and the date will appear in Block F4.

FPDS - Individual Contracting Action Report - N00024-02-M-9040-P00002 [Read Only]

File DD350 Information Edit Help

Secs. A1-B5H Secs. B6-B13C Secs. B13D-C7 Secs. C8-D1C Secs. D1D-D9 Secs. D10-F4

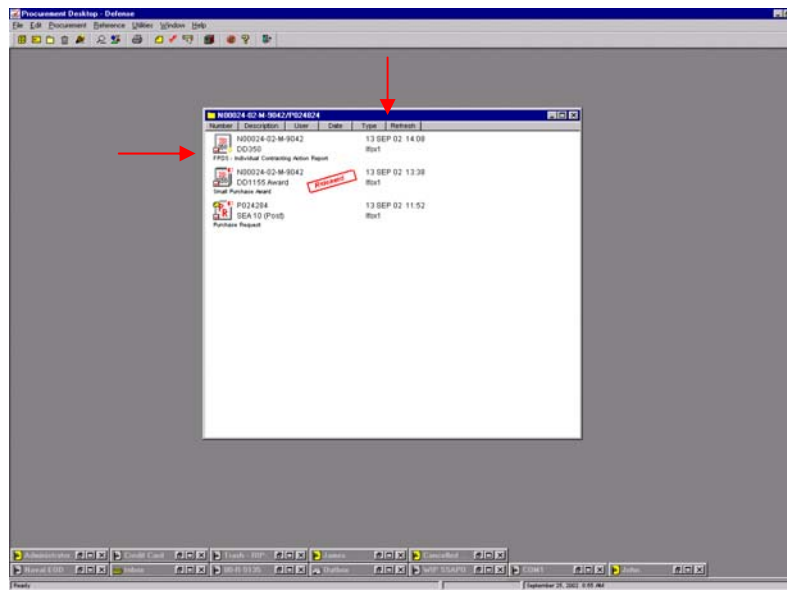
D10 Size of Small Business _____ Annual Gross Revenues _____
 Employees (A) 50 or fewer (M) \$1 million or less
 (B) 51 - 100 (N) Over \$1 million - \$2 million
 (C) 101 - 250 (P) Over \$2 million - \$3.5 million
 (D) 251 - 500 (R) Over \$3.5 million - \$5 million
 (E) 501 - 750 (S) Over \$5 million - \$10 million
 (F) 751 - 1,000 (T) Over \$10 million - \$17 million
 (G) Over 1,000 (U) Over \$17 million

D11 Emerging Small Business _____ (Y) Yes; or (N) No
 E1 Contingency, Humanitarian, or Peacekeeping Operation _____ (Y) Yes; or Leave Blank
 E2 Cost Accounting Standards Clause _____ (Y) Yes; or Leave Blank
 E3 Non-DoD Requesting Agency Code (FIPS 95) _____
 E4 Requesting Activity Code _____
 E5 Number of Actions 000001
 F1 Name of Contracting Officer or Representative DELZORIA HAWKINS
 F2 Signature  _____
 F3 Telephone Number (202) 781-2887
 F4 Date (yyyymmdd) 20020923

Note: After the DD 350 is signed (see above screen shot), the "Sign" button becomes "inactive" (or grayed out) and the contract specialist/buyer cannot then delete the signature.

When complete, select **File → Save**, then **File → Close** and the DD 350 icon will appear in the contract file.

Note: The contract specialist/buyer may need to click on the “Refresh” button on the folder menu bar to refresh the view.

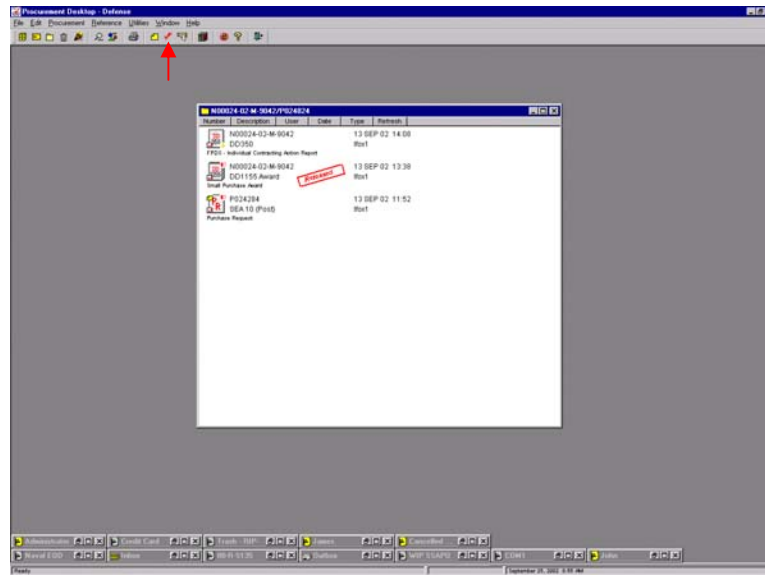


3 “Flagging” the DD 350 for Transmission

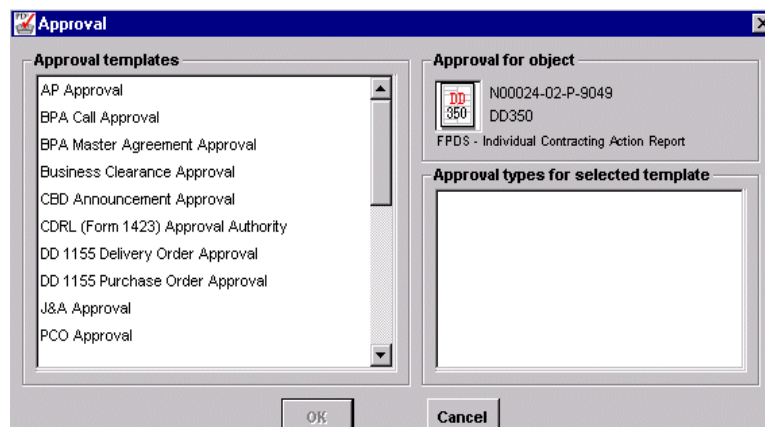
Once the DD 350 has passed all validations and has been properly “signed”, the DD 350 must be submitted to PMRS. This is accomplished by “flagging” the document for transmission. By “flagging” the DD 350, the data contained in the DD 350 will be converted into “flat file” for submission to PMRS by the NAVSEA PD² System Administrator. DD 350 data will no longer need to be manually input into PMRS.

3.1 Approve DD 350

With the DD 350 closed, highlight the DD 350 and click the Approval icon from the toolbar:

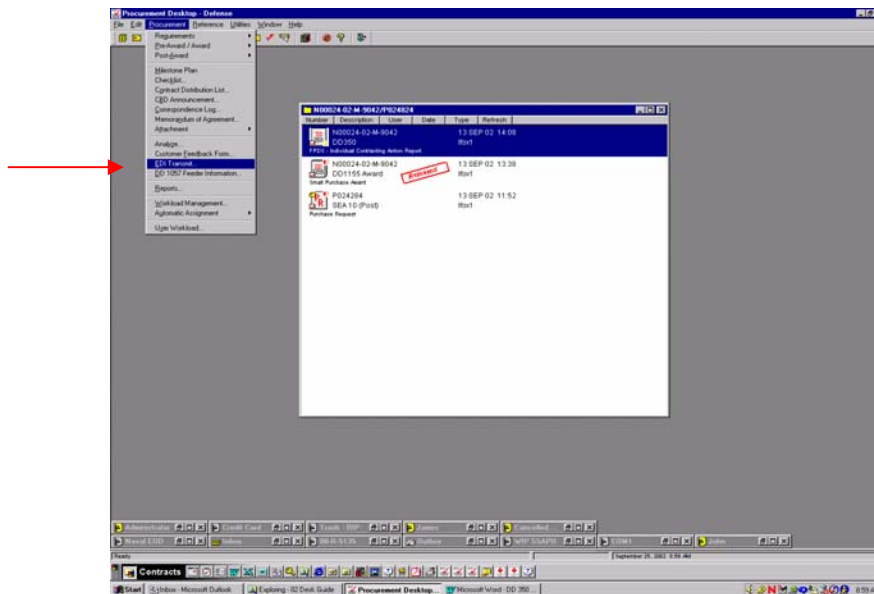


Select the approval template for which the contract specialist/buyer has approval authority (or for which the contract specialist/buyer’s supervisor has approval authority):

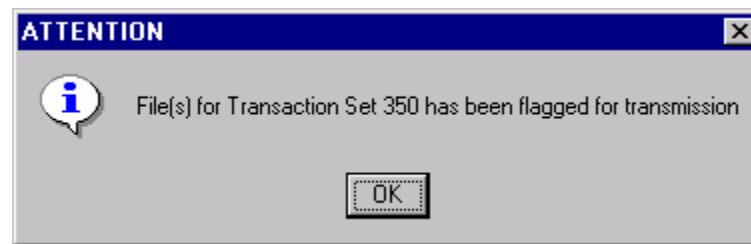


Select the “OK” button and “Approved” from the drop down menu to approve the DD 350:

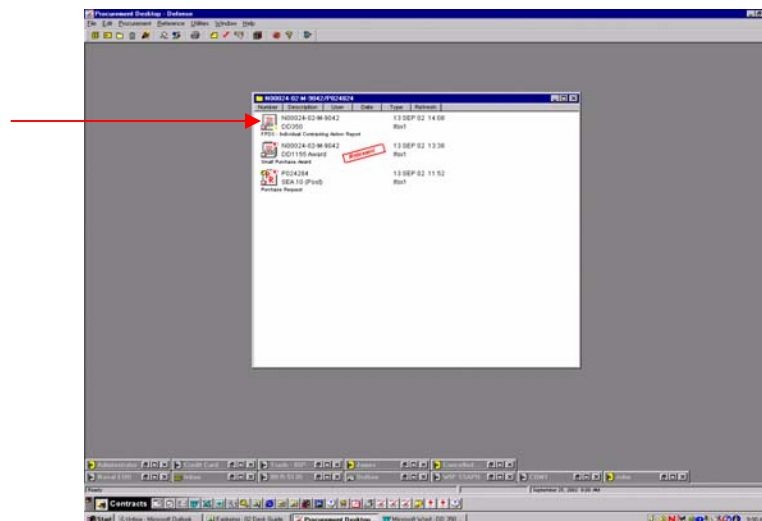
After the DD 350 has been approved, highlight the DD 350 and select **Procurement → EDI Transmit**:



When the contract specialist/buyer receives the prompt, click on the “OK” button:



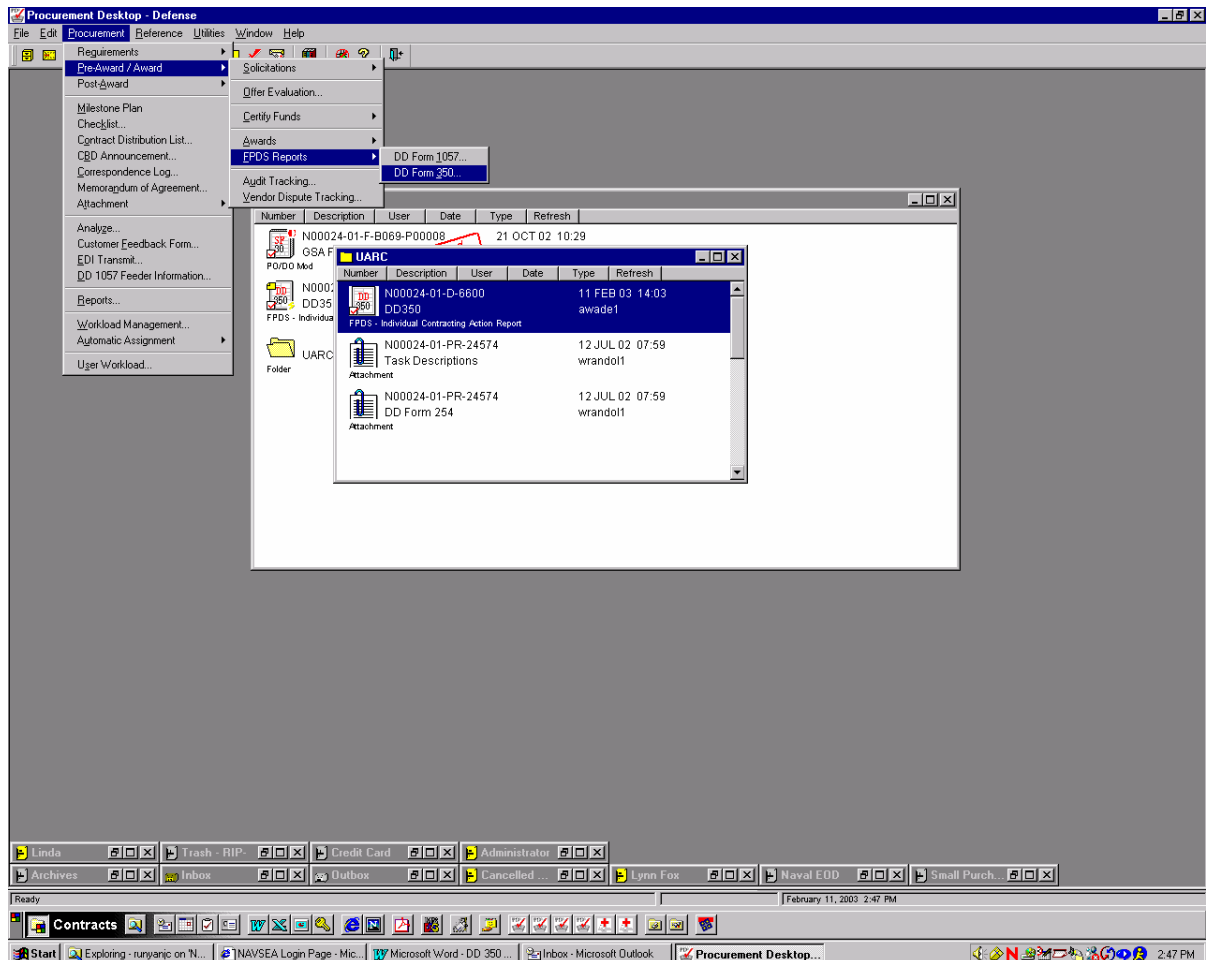
Notice that the DD 350 icon again changes to include a yellow “lightning bolt” in the lower right hand corner of the icon. This indicates that the DD 350 has been successfully flagged for transmission and the task of the Contract Specialist/buyer is complete.



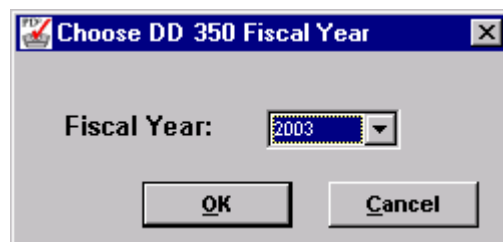
4 Creating a Correcting or Cancelling DD 350

After the original DD 350 has been created, there may be times when that document must be corrected or cancelled.

To create a correcting or cancelling DD 350, highlight the original DD 350 and select **Procurement** → **Pre-Award / Award** → **FPDS Reports** → **DD Form 350**.



The contract specialist/buyer will receive a prompt asking them to identify the Fiscal Year (FY).



Open the drop-down menu and select the applicable year format and edits.

A “Create New DD 350” screen appears:

Create New DD 350

Number: N00024-01-D-6600

Description: DD350

Report Type

☐ Original ☐ Canceling ☒ Correcting

Report Number: 000363

Contracting Office:

CODE BY006
NAVAL SEA SYSTEMS COMMAND
SEA 02661/AARON J. WADE
1333 ISAAC HULL AVENUE SE
WASHINGTON NAVY YARD, DC 20376-2050

Delete

OK Cancel

Along with numbering the Report automatically, PD² also sets the Report Type to Correcting. If this is a Canceling DD 350, simply change the radio button by clicking on “Canceling”. When complete, click on the “OK” button.

Complete the remainder of the DD350 as described in Section 2.1.1, Creating a DD 350, of this document.